

4 Database Administrative Functions

4.1 Responsibility

Identify the organizations and personnel responsible for the following database administrative functions: database administrator, system administrator, and security administrator. Describe specific administration skill requirements.

Role	Name	Responsibility	Email
Identify role	Identify the person responsible	Identify area of responsibility	Email address
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Identify role	Identify the person responsible	Identify area of responsibility	Email address

4.2 Naming Conventions

Identify logical and physical naming standards and conventions.

Type	Guideline
Style	Use lowercase characters
Style	Separate words and prefixes with underlines. Never use spaces
Style	Avoid using numbers
Table names	Choose short, unambiguous names. No more than one or two words
Table names	Use singular names. Never plural
Table names	Avoid abbreviated, concatenated, or acronymic names
Table names	Prefix lookup tables with the name of the table they relate to
Table names	Concatenate the names of the two tables being linked for a linking table

Field/Column names	Primary key should be the table name suffixed with "_id"
Field/Column names	Prefix the name of every field with the table name (excluding foreign keys)
Field/Column names	Name Foreign key fields the same name as the primary key to which they refer
Field/Column names	Prefix fields of type date with "date_" and type boolean with "is_"

4.3 Database Identification

Identify the names or labels by which the database will be identified. Specify the code name, tag, or label by which each database table or file will be identified.

For example, the following elements provide identification and status information about the database.

Element	Element Name	Meaning
db_name	Database Name	The name the database was given when created. The real name of the database for which information is collected or to which the application is connected.
db_path	Database Path	The full path to the location where the database is stored on the system.
conn_time	Time of Database Connection	The date and time of the connection to the database or when the activate database was issued.
disconn_time	Database Deactivation	Date/time application disconnected from the database.
db_status	Status of Database	The current status of the database.
db_location	Database Location	The location of the database in relation to the application.

last_backup	Last Backup Timestamp	The date and time of most recent database backup.
db_storage_path	Storage path	Full path of a location that is used by the database for placing automatic storage table spaces
fs_used_size	Amount of Space Used	Amount of space used on a file system.
fs_total_size	Total Size of a File System	Capacity of a file system pointed to by a storage path.
fs_id	Unique File System Identification Number	Unique identification number provided by the operating system for a file system pointed to by a storage path.